

Position Description

Executive Assistant & Administration 2026

Position Details

- **Location:** Adelaide
- **Employment Type:** 0.8 – 1 FTE
- **Salary:** Base salary \$90,000 (pro rata), with additional salary sacrificing benefits + 12% super.
Take-home pay with salary sacrificing benefits is equivalent to a base salary of \$98,000.

The Organisation

At Fay Fuller Foundation, we are committed to working alongside South Australian communities to foster inclusive and equitable healthy futures. As a private philanthropic foundation and health promotion charity, we are driven by a strong belief in the power of communities to lead change. Our strategy and partnerships endeavour to support community voices to shape and drive responses that are person-centred, contextual, and built upon existing strengths and expertise.

Our small but dynamic team prioritises collaboration, cultural learning, deep connection with community, and an inclusive and flexible workplace culture.

The Role

The Executive Assistant plays a critical role in ensuring that the Foundation is working in a way that is principled and efficient towards its vision and purpose. The Executive Assistant duties are to the Chief Executive, with additional duties to the Foundation alongside the Operations Manager. The role provides high-level administrative and executive support to advance the Foundation's strategy through coordinating external correspondence and executive calendar management; supporting strategic relationships; and leading operationalisation of organisational and financial management processes.

This role may also undertake discrete projects as required by the Foundation as determined in annual operational planning.

Professional Responsibilities

The role will include, but not be limited to:

- Providing high-level day-to-day executive support to the CEO, including but not limited to
 - Supporting the CEO to drive key strategic initiatives across the Group;
 - Preparing, reviewing, and finalising correspondence, reports, and presentations;
 - Managing the CEO's email accounts, including drafting, responding to, and liaising on behalf of the CEO when required;
 - Managing the CEO's calendar, including arranging meetings with staff, key partners, and stakeholders, and applying considered decision-making to competing priorities;
 - Preparing draft documentation, internal policies, and undertaking research as directed by the CEO to support their role and responsibilities;
 - Continuously improving the systems and processes that support the CEO's ways of working;
 - Attending, when required, partner or stakeholder meetings with the CEO to take notes, capture outcomes, and track actions.

- Utilising Xero to support the entry and reconciliation of the Foundation's finance with support of external accountants and other associated processes.
- Administrative support including scheduling, organising travel and event arrangements, preparing correspondence and note taking within meetings.
- Working with the Operations Manager to support key functions of the organisation.

Qualifications/Skills

- At least two years' experience as an Executive Assistant working with a CEO or senior leader to provide high-level support across strategic and operational priorities.
- Experience supporting organisational finance processes or transferable skills.
- Strong organisational and project management skills with keen attention to detail and comprehension.
- Excellent communication and relationship management.
- Takes initiative, and proven ability to work both autonomously and collaboratively in support of team members and organisational goals.

Desirable

- Experience working in or understanding of Mental Health and/or Aboriginal Health sector.